

# Change Letter 0002-06/92

## Updates to Office Manuals

### Overview

The following updates to the Applicant Handbook 1992 are being released through this Change Letter:

- “Index” to the Applicant Handbook 1992
- initial Application Forms Package
- Match Package (if applicable or upon request)
- various updates to the following pages.

### File

- Replace updated pages with June 1992 issue
- File “Change Letter 0002-06/92” in Change Letter Section
- File “Index” in Index Section.

### Updates

The following pages have been updated as of June 1992:

PAGE	CHANGE
1-2	Board to SAB
1-3	Information Services to Information Systems
1-4	Minority Business Enterprise/Women Business Enterprise to Minority and Women Business Enterprises
1-5	Add Information Systems Add Publications and Program Assistance Delete Loan Bond
1-6	Add reference “(see <i>Advance Planning Loan, Section 2</i> )”.
1-9	Add reference “Refer Appendix 12, Minority and Women Business Enterprises Contract Participation Goals”.
2-3	Editing error
2-7	Exhibit 2: Form SAB 508, Authorize Signatory revised
3-A-3	Form SAB 526, District Facilities Update to Real Property, Portables and Non-Conforming Report
3-A-4	Form SAB 533, Client/Architect Agreement revised
3-A-7	50/50 (Advance Construction) to 50/50 Program Clarification of SAB 411 Computer Program
3-A-11	Form SAB 526, District Facilities Update to Real Property, Portables and Non-Conforming Report
3-A-13	Mathematical error for area exclusions
3-A-14	Form SAB 525, Site Summary revised
3-A-15	Exhibit 2: District Facilities to District Facilities Update to Real Property, Portables and Non-Conforming Report

## Updates, continued

3-A-16	Exhibit 2A: District Facilities Update Part II to General Instructions for completing the revised Form SAB 526
3-A-18	Delete “corridor” Reference to Education Code Section 3941.5 to 39141.5
3-A-22	Typographical error
3-A-25	Printing error (reprint of January 1992 issue)
3-A-26	Printing error (reprint of January 1992 issue)
3-A-30	Form SAB 526, District Facilities Update to Real Property, Portables and Non-Conforming Report
3-A-31	Revise Exhibit 3: Form SAB 500, Lease-Purchase Justification Document
3-A-38	Editing error
3-A-41	“IF-THEN” chart figure “51 - 00 to 51 - 100”
3-A-49	Editing error
3-A-50	Form SAB 526, District Facilities Update to Real Property, Portables and Non-Conforming Report
3-A-54	Exhibit 4: Form SAB 506, Application for Apportionment facsimile corrected and revised
3-A-58	Form SAB 533, Client/Architect Agreement revised
3-A-59	Form SAB 533, Client/Architect Agreement revised
3-A-60	Form SAB 533, Client/Architect Agreement revised
3-A-62	Form SAB 533, Client/Architect Agreement revised
3-B-5	Typographical error
3-B-7	“certified” to “stamped”
3-B-8	“certified” to “stamped” Include “Draft EIR & Final EIR” steps
3-B-9	Include “Draft EIR & Final EIR” steps
3-B-18	Typographical error
3-B-22	Typographical error
3-B-23	Typographical error
3-B-25	Typographical error & Editing error
3-B-27	Delete Office of the State Architect under “Where to Submit Plans”
3-B-28	Delete Office of the State Architect under “Where to Submit Plans”
3-B-38	Change SDE to CDE
3-B-47	Clarification of “Bid Options”
3-B-49	Clarification of “Eligible General Site Development”
3-B-51	Spelling error
3-B-57	Editing error
3-B-59	Clarification to “Special Day Complex”
3-B-61	Spelling error
3-B-67	Spelling error
3-B-72	Title 21 to Title 24

**Updates, continued**

3-B-73	Editing error
3-B-76	Reference to “(see <i>Maximum Funding</i> , page 3-D-13)”. Revise Exhibit 1: Form SAB 506B, Summary of Estimated Costs
3-B-77	Revise Exhibit 2: Form SAB 506A, Estimated Project Cost Detail
3-B-78	Revise Exhibit 2: Form SAB 506A, Estimated Project Cost Detail
3-B-79	Revise Exhibit 2: Form SAB 506A, Estimated Project Cost Detail
3-B-80	Revise Exhibit 2: Form SAB 506A, Estimated Project Cost Detail
3-B-82	Spelling error Delete “Preliminary Tests” (duplicated)
3-B-83	Spelling error
3-C-5	Editing error
3-C-17	Printing error (reprint of January 1992 issue)
3-C-18	Printing error (reprint of January 1992 issue)
3-C-19	Editing error
Appendix 3-3	Fast Track; Form SAB 533, Client/Architect Agree- ment revised

**Additional Forms**


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To receive additional forms, please contact:

Office of Local Assistance, Quality Control & Public Response Unit  
 501 J Street, Suite 400  
 Sacramento, CA 95814  
 Attention: Sheryl Howell, Publications Coordinator  
 (916) 322-4774

**Additional Handbooks**


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Additional requests for the State School Building Lease-Purchase Appli-  
 cant handbook 1992 are available for a nominal fee, please contact:

Office of Local Assistance, Quality Control & Public Response Unit  
 501 J Street, Suite 400  
 Sacramento, CA 95814  
 Attention: Sheryl Howell, Publications Coordinator  
 (916) 322-4774

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**Authorization**

# Specific Instructions for Updates to Office Manuals

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## File Setup

Prepare a project file folder using the information provided on the *Form OLA 304, Technical Publications/Manual Change Request* accordingly:

- Stamp current date on the front of the Form OLA 304 and on the back of all pages of the original draft.
- Photocopy original draft and place in pending file.
- Setup originals file folder.
- Forward originals file folder for review processing, if necessary.

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## Review Process

The review process is typified by the following:

- original draft copy review
- various edits (first edits, second edits, etc.)
- final copy review

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## Review Procedures

If reviews are necessary, perform the following:

- Issue the original draft to the first reviewer, make this notation on the status sheet on the file folder. (i.e., “Forwarded to management for review; respond by 01/01/92”).
- Reviewers must also make notations to the status sheet and forward to the next reviewer (if necessary) and initial or color code any edits.
- **IMPORTANT**, adherence to response times is critical, therefore, edits are limited to the correctness of content and *not* preferences to style.

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## Reproduction and Distribution

Upon approval of the “final copy”, a master for print will be prepared. Reproduction and distribution will be processed by the QCPR Unit.

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